Chapter1
STANDARD PROCUREMENT SYSTEM (SPS) USER GUIDANCE
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1-1 INTRODUCTION

The DAU website has contracting and PD^2 specific classes. The User Guidance section of the Air Force Contracting E-Business Procedures (AFCEP) is intended to complement the standard PD^2 Advisor, providing Air Force policy decisions, suggestions and directives on PD^2 use. This document is not intended to take the place of the PD^2 Advisor. It is simply meant to provide Air Force business practices required to complete normal, everyday work using PD^2 and to ensure accurate interfacing among other systems.

Remember that PD^2 is a system that not only helps you build procurement documents, but also builds an electronic file of documents in your office's database. To maintain the integrity of the official database, PD^2 will not always allow you to delete documents that you have created. This is particularly true after a document has been released in PD^2. Accordingly, to create practice/test documents, you must use a test database. Contact your SA for access to this database. The paper copy of the contract is considered the "official copy" and must be identical to the PD^2 version IAW contracting Knowledge Center Informational Memo-Active 24 AUG 01 Paperless Contracting and Electronic Records Management.

1-2 START UP AND BASICS

This section of the AFCEP reviews the key tools and processes that are available in PD^2. You should be familiar with these tools from your PD^2 training. This section will describe how the tools have been adapted to meet your specific needs as an Air Force Contracting User. More information on these tools is provided in the System Administration Section of the AFCEP. As you get started using PD^2 remember to use AFCEP along with the PD^2 User's Guide, either in its hard copy or on-line format in the PD^2 Advisor. The PD^2 Advisor can be found on the PD^2 tool bar signified by .

1-2.1 Contract File Format

PD^2 gives you the capability to maintain both your contract documents and your supporting files in an electronic format. In other words, PD^2 will allow you to replicate the paper-based, multi-part, contract folders that you currently maintain in your office. The Air Force would like the electronic contract file folder to be as organized and consistent, from office to office, as the current paper contract file. An organized filing structure as defined in this section is encouraged. Build your electronic contract file by initially creating a *Requirements/Workload folder* bearing the PR number and a brief description. The PR will be filed in this folder.

If applicable, then create a *Solicitation folder* for your RFP or IFB. This folder should bear the RFP or IFB number and a description, and should contain all documents leading up to award.

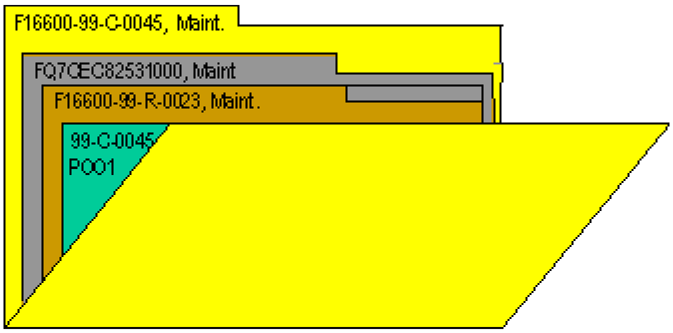
Finally, you will create a *Contract folder* to house your award document. This folder will bear the contract award PIIN and a brief description. You should also move your

Requirements/Workload and *Solicitation folders* into your *Contract folder,* so you have everything together.

Delivery Order, Task Order and Modification files would then be consolidated in a separate folder within the *Contract folder*. This should be consistent with the way you currently file DOs, TOs, and Mods.

This folding and filing approach should result in a contract file resembling Figure 1 after award.

Figure 1, Electronic File Folder



For particularly large contract files you may want to create sub-folders within the Requirements/Workload, Solicitation and Contract folders.

Note: Consistent naming is essential to successful use of the search feature to find documents. PD² permits you to "Rename" container objects at any time.

Within a folder, PD² will sort documents in a number of ways. There is a menu line across the top of any open folder that allows you to sort by **Number, Description, User, Date or Type**. The Date sort is particularly useful since it will array the documents in the folder in the order in which they are created (or the reverse order, by clicking Date twice). This is similar to the current paper-based practice of filing documents in reverse chronological order. Of course, you can also use the search feature to find documents within the folder. .

1-2.2 Document Naming Convention

Individual contract documents will be named with the PR number, solicitation number, or contract number e.g. "DoDAAC -05- R -0023".

Attachments will be named with the PR number and attachment template name, the Solicitation number and attachment template name, or the Contract number and attachment template name, as appropriate.

1-3 PD² MANDATORY ITEMS AND USEFUL TIPS

1-3.1 Mandatory Items

1. **DO NOT make changes to the MS Word document (i.e. in view document) after you have generated your solicitation or award.** Once a Word document is created, changes made in that Word document will **not** be reflected in the PD² database, nor will changes made in the PD² database be reflected in the Word document. If you need to make changes after you have created a Word document, make the changes to PD² itself (i.e. in the clauses tab – add text feature, or Line Item Detail) then regenerate another Word document.

2. Always run Integrity@SPS - refer to Paragraph 1.6.6. This is a **MANDATORY** function to prevent interface errors and rejects.

3. Highlight your PD² document to associate.

4. To unapprove a document, add another approval sheet.

5. To pull up the perpetual calendar, put your cursor in the date field, hold down the “Shift” key and double-click your mouse.

6. Enter discount terms on your award by using “Shift Double-Click” in the appropriate block. If you do **not** use “Shift Double-Click”, the interfaces will be adversely impacted.

7. You have to validate that funds are certified before approving and releasing an award. Upon completion check the “Funds Available” block of your document.

8. Remember “SGAR”: Save, Generate, Approve, Release.

9. External Awards must be approved prior to placing delivery/task orders against them.(External Awards are not released in PD²)

10. When you make changes to a CLIN review and update each tab, then regenerate.

11. Check your award document for all necessary information. Do **not** assume information automatically pulled forward from another source.

12. PRs must be generated prior to approval.

13. Whenever you make changes to your document, you must regenerate.

14. Utilize the add text function to incorporate free text to the document. Ensure you enter text only with no formatting. This ensures typing is not lost when regeneration is necessary.

Add Text function - Use Notepad to Remove All Formatting from Original Document

- "Copy" information from the originators document that needs to be added into the SPS contract action.
- Open Notepad and "Paste" the information into the Notepad document.
  -- This will remove all formatting, tables, images, etc.
- Select all text in the Notepad document and "Copy" the text.
  -- You may close the Notepad document as desired after all text is copied
- In SPS, use the Add Text function and "Paste" the copied text.
- Do not utilize any formatting commands available in Microsoft Word to format the document being created with the Add Text function.
  -- Only plain text is allowed in the Add Text document
  -- To organize the text in the Add Text document use the tab, return (the Enter key), and spacing functionality in Microsoft Word
  -- Do not change the font or font color, style or size in the Add Text document
  -- Do not add lines, images, tables or any other special functionality available in Microsoft Word
  -- Do not imbed other objects or files into the Add Text document
- Once the text is formatted, "save" the document, close the Add Text document and you will return to the SPS contract action.

For more specific details concerning the limitations using the Add Text capability in SPS see the following CACI article: http://sps.caci.com/kb/content.cfm?id=5911

15. Utilize the “add clause” feature in the clauses tab. Do **not** cut and paste clauses into the tab--let the clause installer do its job.

16. To save time, PD² allows you to copy existing PRs to retrieve information from your earlier work, including suggested vendors, CLIN information, and applicable clauses. PD² supports one foreign currency per contract, with conversion rates defined through system administration. Your system administrator will continue to use your current policy to periodically update currency conversion rates. All line items must be in one currency for the entire document. If you have a requirement that must be awarded in two currencies, you will have to award two separate contracts.

1-3.2 Useful tips

1. Save! Save! Save! Save often.

2. The Analyze feature and Preapproval button provide helpful checks and will prevent time-consuming corrections.

3. Use your micro help status bar in the bottom left corner of your screen to give you an idea of the status of system activities.

4. When you generate your documents, always wait for the completion prompt box before proceeding (i.e., 1 of 1 CLINs built). Be patient!

5. PD^2 Advisor can be open and kept running in the background for easy access while working in PD^2.

6. You can add your name at the end of a route list so the document is automatically returned to you at the end of the route. Then take it out of the envelope.

7. Approving a document makes it "read-only."

8. When trying to attach a PR, if the PR is **not** appearing in the matchmaker window, double check to ensure the PR has been approved or has **NOT** been previously awarded.

1-4 PRE-AWARD

1-4.1 Summary of Topic

The PR is a critical document in PD^2 because it is the basis for all other actions. If you set up the PR correctly, you will have a much easier time awarding the subsequent contract. As such, it is critical to provide detailed instructions on how the PR should be crafted. The instructions in this section are for users to understand the required fields and business practices specific to the requirements process. There are significant benefits to entering detailed data at the PR level. Once data is entered into the PD^2 database, the system has been designed to populate the information in all other contract-related documents. The Requirements section provides the tools for creating PR forms, exhibits, and attachments.

Related topics:

Table 1-4.1

Topic	Reference
Requirements	PD^2 Advisor, Functional User, Requirements
Approval Templates	PD^2 Advisor, System Functions, Approving
Milestone Plans	PD^2 Advisor, Standard Procurement Functions, Milestones

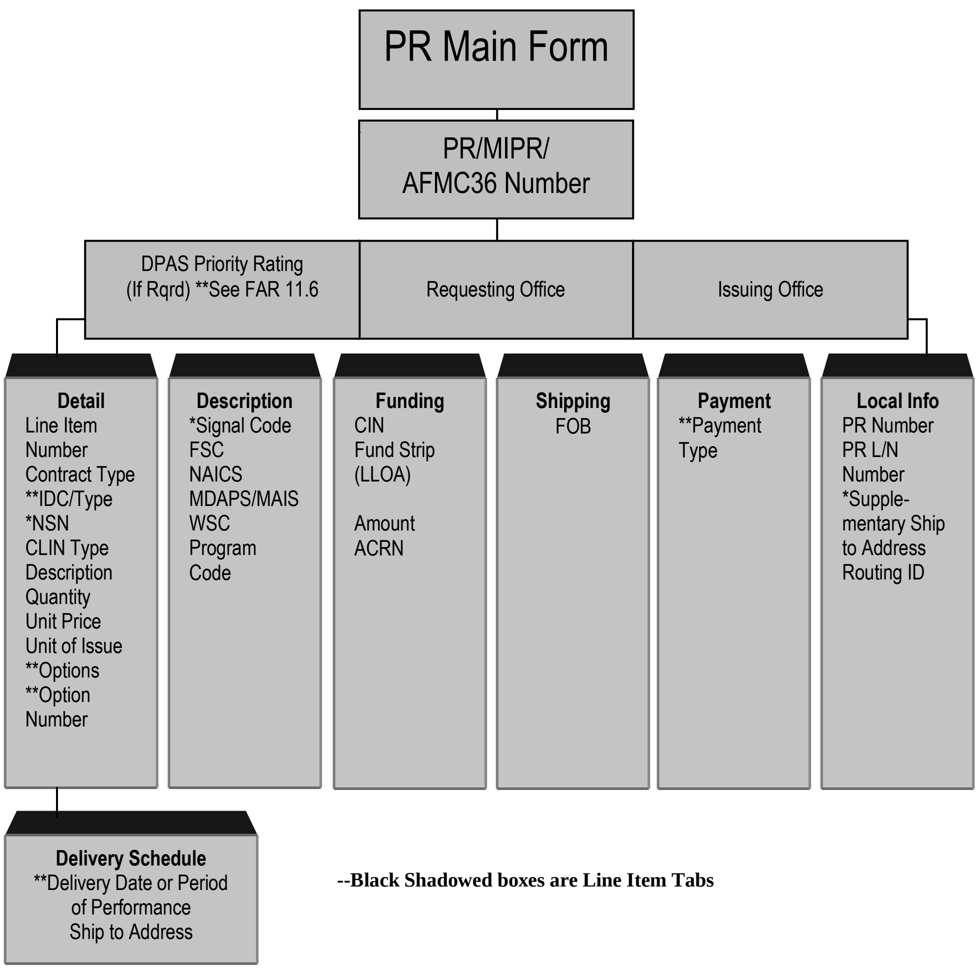
Attachments	PD² Advisor, Attachments and Other Documents
Fiscal Year End Processing	Chapter 2, SPS Fiscal Year End Processing
Checklists	PD² Advisor, Standard Procurement Functions, Checklists

1-4.2 Definitions and Required Data Fields to Support Requirements, Solicitations, Awards, and Contract Reporting.

Review the items listed below prior to creating Requirements as to what are mandatory fields for our interface customer, in addition to contract award and reporting actions.

(See section 1-4.4 for more detailed descriptions on Table below)

Figure 1.



*** Not Applicable with ABSS or Manual PR's**

**** May be blank or N/A if not applicable to your requirement**

Purchase Request (PR): Logistical Purchase Request are defined as a requirement from an automated supply customer such as base medical supplies. The PR number for these requisitions will begin with FB, FC, FE, FM, or FP. If you have any questions on this please contact your Systems Administrator.

DO NOT change quantity, dollars (local procedures usually allow a 10% variance), or add line items. Each automated PR is tied to a requisition number associated in the applicable logistics system. If this is required you must cancel the automated PR back to the applicable logistics system. Changes to the unit of issue can be done if coordinated with the requiring logistics system. **DO NOT** add line items to a logistics requirement for services, e.g. install carpet. The logistics system cannot accept services in their system. Also, do not add a line item for shipping charges for an automated logistics system PR as they cannot process a receipt for shipping charges. If you must create a separate line item for shipping charges you need to obtain a separate funding document for that line item. **DO NOT** create informational sub line items for logistics requirements. An automated logistics requirement has a one to one relationship; meaning one requisition number for one funded contract line item.

For ABSS and Manual PR's the following business procedures apply with regard to changes to PRs.

❑ Coordinate any changes to the PR with customer.

❑ Unapprove the PR record by adding another Approval sheet and make the necessary changes. The system will change the status of the PR record to unapproved; however, the "C" (Conformed Copy) will still be displayed. (For detailed instructions see PD² Advisor/"How Do I"-(Approving Documents).

1-4.3 Canceling or Returning Purchase Requests

When receiving a request for cancellation from SBSS, WARRS, IWIMS and DMLSS, a sticky note *will be* attached to the PR indicating the PR number and quantity to be cancelled. Follow the site-specific cancellation procedures.

For ABSS PR's customer will process 9L de-committing funds and contracting will cancel PR in PD^2.

Note: Prior to canceling a PR that is attached to a released solicitation, user **shall** issue a solicitation amendment to cancel the solicitation.

1-4.4 Creating or Adding to a Purchase Request Record

Summarizing the guidance in section 1.6.2, the following fields must be populated and/or verified on a PR Form (Certain contract actions such as IDC contracts and info CLINs have fields that must be left blank).

Unless otherwise indicated, the following data fields are considered mandatory entries when creating a purchase request record in the system:

Main Form Tab

Purchase Request Number: The Purchase Request Number consists of a 14-position alphanumeric field.

1. Positions 1-6 Customer Business Partner Number (BPN) or equivalent for non AF customers

2. Positions 7-10 Julian date (YDDD) of requisition preparation

3. Positions 11 Document Type

4. Position 12 Purpose Code

5. Position 13-14 Sequence Number

Defense Priorities and Allocations System (DPAS) Rating: Mandatory only if FAR 11.6 – Priorities and Allocations is applicable, otherwise leave blank.

Priority: Locally defined and established at workload assignment.

Requesting Office: Normally this field is pre-populated. If not, one must be added.

Issuing Office: Normally this field is pre-populated. If not, one must be added.

Note: The user is encouraged to fill-in as much information as necessary in the remaining fields of the Main Form Tab to successfully support the acquisition of the requirement (i.e. type of action).

Line Item Detail Tab

For specific CLIN structures see "Required Fields section 1.6.2

CLIN: Automatically defaults to the next number in the series (i.e., 0001, 0002, etc.). The user may override the default.

Contract Type: This field defaults to Firm Fixed Price (FFP) and must **not** be changed to blank. If the user plans to award a different type of contract action PD² allows this field to be changed using the "Change" button, which activates a drop-down list. Notice how the type of contract is directly related to the items in the Item Calculation row. Each contract type creates a different Section B format. Each CLIN may utilize a different contract type.

IDC Type: This field defaults to N/A. To change this, select from the drop-down list. This field will affect other fields that are required for proper awarding of an IDC type contract.

NSN: If required, use the "Search" button to access the NSN Database. If you select from the NSN Database it will over write any information that is pre-populated in the Description fields.

CLIN Type: The user must indicate the type of CLIN being created (priced or informational). **The CLIN/Sub-CLIN structure is covered in DFARS SUBPART 204.71and** Department of Defense Guide to Uniquely Identifying Items Assuring Valuation, Accountability and Control of Government Property .All goods or services delivered to the Government must be delivered on a priced line item.

Description: Enter a clear and concise language describing the end item or service being procured.*The description should directly relate to the FSC and NAICS identified on the Description Tab. Avoid the use of acronyms or terminology that would only be understood by a select few.

*****For end items begin with a noun then include additional description.

Quantity: Due to constraints of interface systems, quantity can only be a nine-position number with a two position decimal. An example of a quantity is 999999999.99.

Unit Price: Unit price can be up to a sixteen-position number, twelve to the left of the decimal point and four to the right of the decimal.

Unit of Issue: PD² provides the user with access to a drop-down menu for standard units of issue. Unit of Issue is a key field in our interfacing partner systems. You **cannot** change the Unit of Issue on a logistics automated PR (except ABSS) without gaining prior approval of the SA and/or customer. If you change a Unit of Issue without prior coordination, the interface transaction to your customer will fail.

Options/Option Number: If applicable, select the appropriate entry.

Cost Constraint: Select a cost constraint as applicable.

Delivery Date/Period of Performance: Typically, commodities will have a delivery date and service/construction will have a period of performance. A delivery date/period of performance must be entered for each priced CLIN. An address is required for a delivery date/period of performance, and a quantity is required for a delivery date.

Description Tab

The Description tab provides a place to store information and specifications about the item; including the codes e.g. FSC (Federal Supply Classification), NAICS (North American Industrial Classification System) PROG (Program Code), and WSC (Weapons System Code). The "Required Fields", listed in Figure 1, will ensure that all PD² interfaces and Clause Logic work correctly. The buyer should understand that some of the fields in the description tab will only be displayed to the buyer/CO and will not display on the "printed" document.

Note: The FSC, NAICS and PROG must be compatible IAW the Zero Defects Document and Attachment. (See Appendix B)

FSC: PD² provides a drop-down list that displays the 4-position Federal Stock Class and description for federally assigned stock groups. The user must select the appropriate FSC for the item being purchased. Additional information on FSC codes can be found at http://www.dlis.dla.mil/H2/

NAICS: PD² provides a drop-down list that displays the 6-position NAICS and description. The user must select the appropriate NAICS for the item being purchased. FAR Part 19.102 (Size Standards) describes the use of NAICS codes. The user may also access the North American Industry Classification System (NAICS) website at http://www.census.gov/eos/www/naics/ which provides detail on NAICS codes.

Program Code (PROG): A DoD Claimant Program Number identifies a grouping of supplies, construction, or other services used to support contract reporting. PD² provides a drop-down list that displays the 3-position Claimant Program Number and description. The user must select the appropriate Program Code for the item being purchased.

MDAP/MAIS: Enter the specific program code or if not applicable enter 000.

WSC: Enter the specific weapon system code or if not applicable enter 000.

Signal Code (Signal CD): The purpose of the signal code is to identify the ship-to address and billing instructions. Signal Codes are used only with the logistics systems. Enter one of the following values:

A - Ship to requisitioner and bill to requisitioner account (DFAS)

B - Ship to requisitioner and bill to supplementary addressee

C - Ship to requisitioner and bill to the activity

D - Ship to requisitioner, no billing required

J - Ship to supplementary addressee and bill to requisitioner account (DFAS)

K - Ship to supplementary addressee and bill to supplementary addressee

L - Ship to supplementary addressee and bill to the activity whose fund code is cited

M - Ship to supplementary addressee, no billing required (free issue)

Pricing Tab

The Pricing tab provides a place to store detailed information on pricing structures, fees, profits, and costs as they relate to the type of contract being contemplated for the PR which is being loaded in the system.

Note: Pricing data can be updated during the solicitation or award phase, without modifying the original PR record. However, pricing data entered prior to approval of the PR record will carry forward for user update during the solicitation or award phase.

When using Fixed Ceiling Price-Retro Price Redetermination (FCP-RPD) Contract Type, the Ceiling Price must equal the total cost of the CLIN for the correct total amount to display in the Total Cost field.

Setting Order Constraints. A new Constraints button allows the user to establish quantity and cost constraints at the line item level for IDC contracts. When soft constraints are selected PD² displays a warning, if constraints are not met, but permits the user to continue. When hard constraints are selected PD² displays an error message, if constraints are not met, and does not permit the user to continue without performing a modification.

Funding Tab

The Funding tab captures funding information. PD² will allow a "buy" to be funded at either the contract or CLIN/SubCLIN-level. However, it is Air Force policy that all actions be funded at the CLIN/SubCLIN level, and not at the contract level. The Funding Tab allows the user to cite the appropriate long line of accounting (fund cite), CIN and total dollars certified by the applicable financial agency. The Funding Tab information is not required for unexercised options.

CIN: An integral part of the accounting process, please refer to the CLIN structure chapter for detailed guidance(See Chapter 3)

Funding Strip: Fill in/or select the appropriate LOA from the search/drop down list or add new LOA.

Note: When adding a new LOA ensure that the correct fund code field is populated. For further information see the DFAS website for fund codes.
http://www.dfas.mil/contractorpay/defenseindustryleadersdilworkinggroup.html

Cost Code: Since the system auto-populates this field with zeros, when adding a new funded line item or changing a fund strip, remove the zeros.

Note: When manually loading Lines of Accounting (LOAs) you must use the **Miscellaneous Funding** format due to interface constraints.

Foreign Military Sales (FMS): FMS requirements are requisitions to support foreign governments through the Military Assistance Program.

Use the following procedures to ensure that the mandatory "FMS" watermark is printed on all award documents:

1. Access the Line Item Detail Tab during creation of the PR (PR ADD)

2. Access the Funding Tab

3. Select the "Add" Function

4. Add all applicable funding source data elements (i.e., funding strip, amount funded ACRN, etc) and the FMS Case Number in the applicable block. If the FMS Case Number will not fit in the 10 positions provided by PD^2, add it to the Long Line of Accounting. However, you must have an entry in the FMS Case Number to trigger the FMS watermark.

Shipping Tab

FOB: Accept default; (destination)

MILSTRIP: Field is only used for logistics system and shall not be changed.

Note: When manually adding a MILSTRIP number to the MILSTRIP field on the Shipping Tab, ensure there are no blank spaces in front of the MILSTRIP number. If a blank space exists, the transaction will fail both the Integrity Tool and interfaces.

Payment Tab

If you anticipate multiple payments on any contract line item with a quantity of 1 you must:

1. Go to the payment type drop down and select "progress payment" or "scheduled payment".

2. You must do this for every CLIN that meets the criteria. For example: quantity 1, unit of issue LT.

This will allow DFAS to make multiple payments against a quantity of 1 on any specific line item and not de-obligate the remaining funds on that CLIN.

Local Info Tab

The following fields must be populated if they are applicable to your PR:

PR Number: Required on all funded line items.

PR L/N Num: See AFCEP chapter 3

Supplementary Ship to Address: This field can be blank; if the Signal Code is “A” then this field must be filled in if the Signal Code is other than “A”, with the Supplementary Ship to Address other than your default. When using a Supplementary Ship to Address, identify the supplementary BPN for the Ship to address. When selecting the supplementary Ship to address for the award, search for and select the BPN from the search window.

Routing Identifier: Routing Identifiers are used primarily with the logistics systems. If not applicable, routing identifiers may be left blank.

JBB - Commercial

JBF - Federal Prison Industries

JBH - Federal Supply Schedule

JBK - Commercial (Justification)

JBL - DSA (POL)

JBP - Fuels

LPR - Medical

SVS - Service/Construction

ABS - ABSS

Contracts Tab

Stores information about existing contracts that the item may be purchased against, such as Requirements, IDIQ, GSA Schedules, etc.

Additional Data Tab

Stores information such as Additional POC, Property Officer, Security Clearance Required, and Justification and Approval Number (J/A).

Clauses Tab

PD² has been enhanced to include a Clauses tab on PR’s. The user can add, remove, sort and match clauses and text items on PR’s. Automatic clause selection is not available. PR documents are now generated and information entered on this tab is brought forward into subsequent procurement documents (i.e. solicitations, awards, modifications).

Integrity@SPS allows for checks on PRs. This step is optional. Refer to Paragraph 1.6.6 for Integrity procedures.

Creating or Adding Military Interdepartmental Purchase Requests (MIPR)

Create a PR based on AFCEP, para 1.4-4 and use the following guidance:

MIPRs can be accepted by customers and submitted as an AF Form 9. When a MIPR is submitted without an AF Form 9 the following process may be used.

MIPRs created using ABSS should have standardized numbering that looks very similar to a PR number. MIPRs from outside the AF could have a different format, if this is the case use the MIPR number for the PR number. If this causes any warning during Integrity@SPS validation, just document them as expected due to the format of the other agencies MIPR number.

• Purchase Request Number: The Purchase Request Number will be the MIPR number

• Add the MIPR number at the end of your long line of accounting as a reference; i.e.

21 6 2020 76 C-930 117079.J3 26FB QUTL 1F2084 JE04 41093 (MIPR 12345XXX789)

NOTE:

• If you get a manual PR with a DD448/448-2 attached, use the manual (paper) PR number provided for the PD^2 PR you create

• If you get an amendment to a MIPR, unapprove and adjust existing PR and approve for use.

Contingent Liability Letters (CLL) (ABSS AFMC Form 36)

Create a PR in PD2 based upon the information on the Form 36.

1-5 SOLICITATION

This portion applies to the solicitation stage of an acquisition. It covers the business rules and procedures for preparation of solicitations in PD². Solicitations should be numbered IAW DFARS 204.70 "Uniform Procurement Instrument Identification Numbers"

Related topics:

Table 1-5.1

Topic	Reference
Clauses	PD² Advisor, Standard Procurement Functions, Clauses
Solicitations	PD² Advisor, Pre-award/Award, Solicitations

1-5.1 Procedures

Indefinite Delivery Contract (IDC) Solicitations

If you are doing a solicitation for other than FFP, ensure contract type is correct.

For Auto Clause Selection, to select appropriate clauses, the system must know your estimated dollar amount. The system uses the constraints maximum amount to select appropriate clauses for your solicitation.

The user can specify "soft" or "hard" line items and contract level order constraints. When soft constraints are selected PD^2 displays a warning if constraints are not met, but permits the user to continue. When hard constraints are selected PD^2 displays an error message if constraints are not met and does not permit the user to continue.

Once the solicitation is released, you will be unable to change the type of constraint without an amendment. Ensure that you are using the correct constraint prior to approving and releasing the solicitation.

1-5.2 External Documents

Refer to the PD^2 Advisor for procedures to attach external documents.

Note: The add text feature can be used to list attachments in the contract document.

1-5.3 Solicitation PIINs

If a solicitation number is needed (e.g. for a FedBizOpps posting) perform the following:

- ❑ CO/CS should create a solicitation document (e.g. SF 1449) to reserve a solicitation number in PD^2

- ❑ If the document is only needed to reserve the solicitation number it must be saved but does not need to be completed

- ❑ A PD^2 post-it note can be placed on the solicitation document explaining its purpose (e.g. "Created to obtain a solicitation number for combined synopsis/solicitation")

- ❑ File the solicitation as needed, however, deleting a solicitation document that was used to obtain a PIIN only is not advised as it prevents the PIIN from being re-used.

1-5.4 Changes to Line Items Prior to Release

If line item/sub line item structure needs changing, after approval of a purchase request but before release of the solicitation, highlight the solicitation and make changes.

1-5.5 Canceling Line Items after Release of Solicitation

Once your solicitation has been released, PD² will not allow line item/s to be deleted, cancelled, or terminated. User must create an amendment and zero out the quantity and funding, if applicable. The user must delete the line item at the time of award.

1-5.6 Future Release

If you insert a future date in the effective date of the solicitation, you will receive a "Ready 4 Release" watermark in PD². You will not be able to make any further actions against your solicitation until the release date passes, unless you unapprove the document first.

1-5.7 Posting Solicitations to FedBizOps

Do **not** use the "CBD Announcement" functionality in PD². Load your synopsis information directly into FedBizOps using your current business practice, then save an electronic copy and import it into your electronic contract folder.

See Chapter 22 for more information. Detailed instructions for using FedBizOps are available on the web at the following: http://www.fbo.gov/

To save a copy of the solicitation for posting to FedBizOps, follow these steps:

- ❑ After the solicitation is released in PD²
- ❑ Save a copy of the solicitation as a Microsoft Word document or Adobe Acrobat (.pdf) in a location (a folder) outside of PD².
- ❑ Go to the FedBizOps web site and follow the instructions for posting the solicitation.

1-5.8 Clauses and Automatic Clause Selection

Adding Text: The functionality of the Clauses tab has changed for all documents. Text items can be added to the top or bottom of the section selected on the Clauses tab. Text items can be matched to either CLINs or clauses, but not both. Clauses can be matched to CLINs. Text items matched to a single clause or CLIN in the same section display below the matched clause or CLIN. Text items and clauses can be linked to single or multiple CLINs by clicking the Match button on the clause tab.

Sorting: The User can now control if the clauses and/or text are automatically sorted or manually arranged. If you chose to manually arrange clauses, you must verify the auto-sort document feature is not checked when generating the document. Default can be set in User Preferences.

NOTE: DO NOT CUT AND PASTE; Insert templates or any other text that contains contract clauses in the clauses tab.

1-5.9 Clause Refresh

Always refresh clauses before approving and releasing a solicitation. This will help you ensure that the latest version of each clause is contained in your solicitation. If a clause contained in your solicitation is updated after you release the solicitation, but before you release the award, you will be notified by your System Administrator via an alert. If this happens, you should give careful consideration to whether you should include the updated clause in your award. If in doubt, talk to your Contracting Officer.

1-5.10 Clause Discrepancy

If you notice any clause discrepancy, after selecting clauses, contact your Systems Administrator.

1-5.11 Zero-Dollar Procurement Documents

PD² allows solicitations, amendments, awards, and modifications containing line items without quantities and costs to be approved and released. This supports the creation of zero-dollar IDC contracts.

1-5.12 Integrity

Integrity@SPS is optional for checks on Solicitations. Refer to Paragraph 1-6.6 for Integrity procedures.

1-6 AWARD

1-6.1 Procedures

- **DO NOT EDIT DOCUMENTS IN VIEW DOCUMENT!** This causes data integrity issues. Use the Add Text function to enter information not captured elsewhere.

- When awarding from a solicitation, do **not** perform another auto clause selection.

- **Award PIIN Renumbering**: Automatically assigned PIINs can be changed in PD² prior to the award being released. Users must reformat their document and regenerate. Contact your system administrator for site-specific procedures.

Note: Changing the PIIN will not change the award form used or the document format automatically. For example, changing a PO to a GSA DO does not automatically add the GSA contract number or move the “F” number to the correct block. If a different award form is required, delete your document and create the proper form.

- All users **shall** save a copy of the Integrity “Award Validation” results. If there are errors, justification will be annotated on the results. See Paragraph 1-6.6 – Integrity@SPS.

❑ When using the Preapproval button, PD² displays two types of Warnings. A blue "i" indicates an information message. A white "x" in a red circle may prevent release of the document.

❑ If your vendor record changes after selection and prior to release, you will need to sync and approve the vendor through vendor maintenance. You will also need to delete, and then re-add the vendor. The Pre-approval process will flag an unapproved vendor; it will not flag an unapproved organization. If you are dealing with a new organization, make sure it is approved.

❑ PD² automatically changes the obligation amount, in the funding tab, to match the dollar amount when the line item detail tab is adjusted. Users MUST ensure the commitment amount of the purchase request equals or exceeds the obligation amount. PD² will not prevent release of the award if the obligation amount on the award document is greater than the commitment amount of the PR.

❑ Corrections are permitted to any award document until its release in PD². Just as you cannot make changes after you mail (or release) a paper award document, once an electronic award document is released in PD², it becomes read-only. To make changes after this point you must execute a modification.

Note: CLIN/SubCLIN Structure - For any requirement where it is anticipated that a modification may be required to add and/or change funding (e.g. services and construction contracts) you must use a priced CLIN for the product or services being acquired and info subCLIN(s) for funding. This will enable you to easily add money to the requirement via modifications without changing the CLIN structure.

1-6.2 Required Fields

Our customers' systems require that certain fields in PD² be populated. It is essential that you check these fields before release of your award. These fields may be optional in PD², but are mandatory in our customers' systems. These fields are identified in the Matrix of Required Fields, structured by the type of the basic contract and type of the CLIN or SubCLIN. It is essential that you carefully check each required field before releasing an award. If you do not check these fields, you will cause significant problems for your customers (and yourself).

TO SEE THE REQUIRED FIELDS

Priced CLIN without Funding (See Table 1)

Stock Fund CLIN (See Table 2)

Info subCLIN with Funding (See Table 3)

Priced CLIN with Funding (See Table 4 & Section 1-6.1 NOTE)

Table 1 - Priced CLIN

Line Item Tab	Required	Fill In As Appropriate or Blank
Detail	Line Item Number Contract Type CLIN Type Description Line Item Calculation (i.e., Qty * Unit Price/Cost + Fee) Unit of Issue Delivery Date or Period of Performance Ship to Address	IDC/Type Options Option Number Cost Constraint
Description	FSC NAICS MDAPS/ MAIS WSC Program Code	
Funding		
Shipping	FOB	
Payment		Payment Type
Local Info		

Table 2 - Info CLIN

Line Item Tab	Required	Fill In As Appropriate or Blank
Detail	Line Item Number Contract Type CLIN Type Description	IDC/Type Options Option Number Cost Constraint
Description		
Funding	CIN Long Line of Accounting Amount ACRN	
Shipping		
Payment		
Local Info	PR Number PR L/N Num	

Table 3 – Stock Fund CLIN

Line Item Tab	Required	Fill In As Appropriate or Blank
Detail	Line Item Number NSN IDC Contract Type CLIN Type Description Line Item Calculation (Qty * Unit Price) Unit of Issue	Cost Constraint
Description	Signal Code FSC NAICS MDAPS/ MAIS WSC Program Code	
Funding	CIN Long Line of Accounting Amount ACRN	
Shipping	MILSTRIP FOB	
Payment		Payment Type
Local Info	PR Number PR L/N Num Routing ID	Suplemantary Shipto Address

Table 4 – Priced CLIN with Funding

Line Item Tab	Required	Fill In As Appropriate or Blank
Detail	Line Item Number Contract Type CLIN Type Description Line Item Calculation (i.e., Qty * Unit Price/Cost + Fee) Unit of Issue Delivery Date or Period of Performance Ship to Address	IDC/Type Options Option Number Cost Constraint
Description	FSC NAICS MDAPS/ MAIS WSC Program Code	
Funding	CIN Long Line of Accounting Amount ACRN	
Shipping	FOB	
Payment		Payment Type
Local Info	PR Number PR L/N Num	

1-6.3 Award Documents

1-6.3.1 Blanket Purchase Agreement (BPA) - Master

Note: Procedures for awarding the Basic Blanket Purchase Agreement are contained in the PD² Advisor.

❑ When creating a stand-alone BPA, there is no place on the screen to input the purpose of the BPA (i.e., provide services for…). PD² does allow the user to select the applicable FSC for the requirement being awarded (i.e., V226 – Taxicab Service). Use the following instructions to build the complete item description(s) in the basic BPA.

- Access the Clause tab

- Select the "Add Text" function

- Select the appropriate section to include the descriptive data (i.e., Section B)

- Add the complete item description (either manually or imported via word or text document)

- Manually add appropriate clauses.

1-6.3.2 Foreign Currency

Previously, the PD2 application limited the user to specifying an exchange rate for a foreign currency at the header level of a document, resulting in each line item on the document having the same exchange rate. With the release of SR10, PD2 has been enhanced such that the user can now specify the exchange rate at the line item level. While the document itself is restricted to one single currency for all line items, the user has the ability to vary the exchange rate between line items.

Because adjusting the exchange rates at the line item level can cause dollar funding amounts and cost calculations to change, USAFE has developed an SR10 "Exchange Rate User Guide" to assist buyers with the necessary steps to properly make the changes. For a copy of the guide see **Appendix E: Exchange Rate User Guide**.

1-6.3.3 Concessionaire Contracts

❑ When creating a concessionaire contract in PD², be sure to change the ninth position of the PIIN to an "S", "H", or another character, IAW DFARS 204.71

❑ Estimate the overall income the government expects to derive over the life of the concessionaire contract and establish that amount as the estimated contract value. This estimated income to NAF is typically a percentage of the vendor's gross sales, which can be paid in increments or as a lump sum. If the concessionaire vendor makes payments to the NAF on an incremental basis, the estimated income can be broken into daily, weekly, or monthly increments.

❑ In the Line Item Detail, insert the quantity and the estimated dollar amount of anticipated NAF income. Be sure to select the "EST" Cost Constraint. For example, a concessionaire contract with an estimated annual value of $96,000 could be input into PD² with a quantity of 12, a unit of issue of "months", and a unit price of $8,000. In this example, the estimated contract value of $96,000 is used to determine the review level of the contract.

❑ Add sufficient language in the item description to ensure that the contract is clearly identified as a concessionaire.

❑ To ensure the contract action is not inadvertently sent to IAPS, be sure to select a payment office of "INCOME" If this paying office is not available for selection, contact your System Administrator.

❑ Sufficient text should be added to the contract to provide clear instructions on how payments are to be made to the NAF.

❑ Ensure that the appropriate NAF clauses are added to the contract (reference http://www.afnafpo.com/pages/Policy-And-Training/Policy-And-Training.html).

❑ Prior to approval and release of the contract, remember to check the Funds "Available" block in PD². This is just a double check since there is no funding on the contract.

❑ For Sales Type Contracts: The payment organization is "Income." The address reads, "No Payments will be made by the Government on this contractual instrument." CODE: INCOME

1-6.3.4 Alternate Payment Organizations

*****PD² reminder***:** For payments that are being made by NAF, or NO COST contracts make sure that the payment office and long line of accounting on the contract are as follows:

❑ For Non-Appropriated Fund: The payment organization is "NAF." Address will be your local NAF office address. LOCAL CODE: NAF, Long Line of Accounting is "NAF".

❑ For No Cost Contracts: The payment organization is "No Cost." The address reads, "No Payments will be made by the Government on this contractual instrument." LOCAL CODE: NOCOST

1-6.4 Adjusting Funds Prior to Award Release

❑ Once funding authority is received; adjust the PR record to reflect the new amount.

❑ If the negotiated amount is less than the PR amount; do **not** adjust the PR record.

❑ At the CLIN level on the award document, change the dollar amount or quantity as necessary on the Line Item Detail tab. Ensure that the Funding Tab reflects the same dollar amount as the Detail Tab.

❑ Recommend importing the additional funding authorization document into PD² for your records.

1-6.5 Contract Reporting

❑ Air Force/DoD policy is to accomplish accurate and timely reporting at time of the award/modification. Submit FPDS-NG reports for contract transactions IAW FAR.

 Agencies participating under the Small Business Competitiveness Demonstration Program shall report any individual contract actions on all awards, regardless of dollar value, in the designated industry groups.(Refer to FAR Part 19 and DFAR Part 19 for reporting requirements)

 Questions or concerns, seek help from your Contracting Officer, FPDS-NG monitor, Chapter 27 or Reference the https://www.fpds.gov

1-6.6 Integrity@SPS

❑ Use of the Integrity@SPS tool is mandatory prior to the release of any award or modification. If an error is acceptable, annotate the contract file with justification. Save the Integrity results by attaching them electronically or file a copy with the contract file.

For more information on Integrity, see Chapter 5

1-7 SPLIT AWARDS

A Split Award is created when line items from a PR/Solicitation are divided between two or more vendors. Creating a split award in PD² is accomplished by creating two or more award documents off the same PR/Solicitation and deleting the line items that are not needed.

❑ When a split award is contemplated, **proactive communication** with the ALO and the customer's RA **is essential**. Failure to communicate intent to obligate funds from a single commitment to multiple awards may result in FM deobligating funds upon notification of the first Award. Advance coordination with the ALO and customer's RA will ensure funds are protected for additional awards.

1. Highlight the PR/Solicitation and create an award by selecting the appropriate award type from the **Procurement > Pre-Award/Award > Awards** menu. If you are using the **Offer Evaluation,** just click the **[Award]** button.

2. In Line-Item Detail of the First Award, delete the line items not being awarded to the first Vendor and complete the remaining fields. **Save** the Award.

3. Create a second award off the same PR/Solicitation/Offer Evaluation.

4. PD² will issue a message stating that several of the CLINs from the solicitation have already been awarded. The **Previously Selected CLINs** window opens displaying the remaining quantity from the CLINs, which are on the PR/Solicitation. The window displays the original quantity of the CLIN on the **PR**, and the quantity incorporated into the first award.

5. Only the line items not previously included can be pulled forward.

6. Check the funding to ensure that it matches the award. Please make sure to always check the funding.

7. Continue for as many times as necessary.

1-8 MULTIPLE AWARDS

A Multiple Award is created when line items from a PR/Solicitation are all awarded to two or more vendors. The result of this process is that all vendors receive a contract for all of the CLINS. This may be used to issue the same IDIQ contract to two or more vendors. Creating a multiple award in PD² is accomplished by creating two or more award documents off the same PR/Solicitation.

1. Highlight the PR/Solicitation and create an award by selecting the appropriate award type from the **Procurement > Pre-Award/Award > Awards** menu. If you are using the **Offer Evaluation,** just click the **[Award]** button.

2. Minimize the award.

3. Create a second award off the same PR/Solicitation/Offer Evaluation.

4. Minimize the award.

5. Continue for as many times as necessary.

6. Save all documents.

1-9 CONTRACT MODIFICATIONS

1-9.1 Procedures

- **DO NOT EDIT DOCUMENTS IN VIEW DOCUMENT!** This corrupts the database. Use Add Text to add additional information.

- If you have to do a modification to a contract with multiple LOA per CLIN, See Chapter 4 (Modifying Contract with Multiple LOA per CLIN)

- For specific instructions on creating an SF30 modification refer to PD² Advisor. Click on Generating Documents for complete step-by-step instructions on generating modification documents.

❑ A complex modification follows many of the same steps as a new procurement. Accordingly, as you process a complex mod, refer to the requirements, pre-solicitation, solicitation, evaluation/pre-award, award processes in PD² and in these procedures.

❑ PD² automatically changes the obligation amount in the funding tab to match the dollar amount when the line item detail tab is adjusted. Users MUST ensure the commitment amount of the purchase request equals or exceeds the obligation amount. PD² will not prevent release of the modification if the obligation amount on the award document is greater than the commitment amount of the PR

❑ PD² will assign a "U" designator to a draft modification. The "U" number designator is not connected in any way to the "P" or "A" number. The system will automatically generate the official modification number during the approval process for bilateral modifications or the release process for unilateral modifications. **DO NOT** manually update the unofficial modification number to the desired official modification number when creating a contract modification, except for those modifications as referenced in DFARS 204.7004(c)(3).

❑ Be sure to make full use of the Procurement Analyze, Pre-Approval, and Integrity@SPS functions to help get your mod ready prior to routing for approval and release.

❑ The Summary of Changes is a reflection of the changes made in PD². If the Summary of Changes does not accurately reflect what you intended to do, go back into the modification, make your changes to the appropriate data elements and then regenerate the document and Summary of Changes. No changes will be made to the Summary of Changes without MAJCOM/DRU approval. If additional text is needed, add it through Block 14 or Add Text on the clauses tab. **DO NOT change the default Summary of Changes.**

❑ PD² will allow you to issue a modification that will affect multiple contracts. Using the Multi-Contract Modification feature you can, for example, simultaneously change the paying office address on a group of designated contracts. If you want to modify multiple contracts, see your System Administrator for approval to proceed with a multi-mod. The PD² Multi-mod "Reference Number" can be any number that allows your office to refer to the particular multi-mod action. It is a locally assigned number that will not appear in any of the official modification actions.

❑ When modifying an award because it has changed to a Free Issue, select No Charge from the Cost Constraint and change the unit price to zero. Be sure to verify the Funding Tab.

❑ If you need to "modify" an external award, all you have to do is unapprove the award, make the desired changes, and then reapprove it. This is possible since external awards are not released in PD². You are not actually modifying the external award (which actually belongs to another contracting office); you are just changing the record of that award in your local PD² database.

❑ Management of bilateral modifications is controlled by MAJCOM policy

1-9.2 Concurrent Modifications

❑ PD² permits you to create concurrent modifications to the same "conformed" copy of the contract.

❑ The Future View feature will allow you to see the impact of all pending modifications on a contract.

❑ When unreleased modifications are changing the same field, that field will only be updated with the changes from one modification. Contract Administrators need to revalidate their information as a released modification may affect unreleased modification fields. It is vital to regenerate both documents after the changes are made.

1-9.3 Contract Modifications that Increase Funding or Exercise Options

PD² automatically changes the obligation amount in the funding tab to match the dollar amount when the line item detail tab is adjusted. Users **MUST** ensure the commitment amount of the purchase request equals or exceeds the obligation amount. PD² will not prevent release of the modification if the obligation amount on the award document is greater than the commitment amount of the PR.

Modifying Via Form 9

Prepare a new Purchase Request citing the required funds and for the buyer to create a new CLIN/LIN to add the additional funds to the basic contract. A new CLIN or LIN is required even if you are adding funds and increasing the value of a CLIN that already exists on the basic contract. Perform these procedures IAW Chapter 4.

Modify Existing CLINs Via 9L Authority

-- Open your modification and double click on the CLIN to be modified.

-- In the line item detail tab of the CLIN input the modification changes in the "Amount of Mod" blocks. Save, close the modification, and generate.

Exercise an Option

To Exercise an Option, select the "Exercised Option" drop down on the Line Item Detail tab, and follow the funding procedures identified above.

1-9.4 Contract Modifications that Decrease Funding

❑ If creating a modification that reduces the value of an existing line item, PD² will automatically adjust the funding on the funding tab of the award downward/upward equal to the "new total" amount under the detail tab. Ensure this adjustment is correct on the funding tab of the award. Do **not** go back and change anything on the associated PR.

1-9.5 Contract Modifications that Corrects Long Line of Accounting (LLOA)

❑ **You can no longer delete long lines of accounting.** They must stay with the line and contract for the life of the contract. The following business procedure outlines the correct method for correcting mistakes in the fund cite after award.

-- Create a contract modification.

-- Doubled click the CLIN/SLIN with the incorrect fund cite.

-- Click on the funding tab.

-- Highlight the invalid long line of accounting and click the change button.

-- Zero out the funded amount

-- Hit “OK”

-- If INFO SLINS were used to fund the CLIN

    -- Copy the original SLIN data to a new SLIN

        -- Click on the funding tab

        -- Click ADD

        -- Type in or select the corrected LOA and add the funded amount

        -- Hit “OK”

-- If the funding resided at the Priced CLIN level

    -- Copy the Priced CLIN

        -- Click on the funding tab

        -- Click ADD

        -- Type in or select the corrected LOA and add the funded amount

        -- Hit “OK”

1-9.6 Modifying Blanket Purchase Agreements/Basic Ordering Agreements

For specifics on creating a BPA call in PD², refer to PD² Advisor.

- When you first enter the BPA call mod, you have a chance to summarize your changes. This entry must be concise, as this will be the only place that will contain a narrative of the changes.

Note: You will not get an SF30 on this modification. You are merely modifying the record in PD². All changes for the contractor will be done by letter. Print Preview will provide a conformed document only.

1-10 DELIVERY ORDERS

1-10.1 Procedures

- PD² Advisor provides step-by-step instructions on each of the following**:**

Delivery Orders and Task Orders

-- On the IDC contract only creates CLINS (no SLINS). If not, DO/TO match does not work with ABSS generated PRs since it would not have SLINs. Edit the info as needed remembering that if this is a DO/TO the IDC type is N/A. Once this validation is complete proceed to the Funding tab.

FSS Order/DO/TO (DD1155)

Commercial FSS Order/DO/TO (SF 1449)

ABILITY ONE *(formerly NIB/NISH)* or UNICOR

GSA Schedule Orders

Attaching Line Items to the Matchmaker

Delivery Orders of External Awards

- User must ensure the contract type on the PR matches the contract type on the basic contract line item or the DO/TO matchmaker will not be successful.

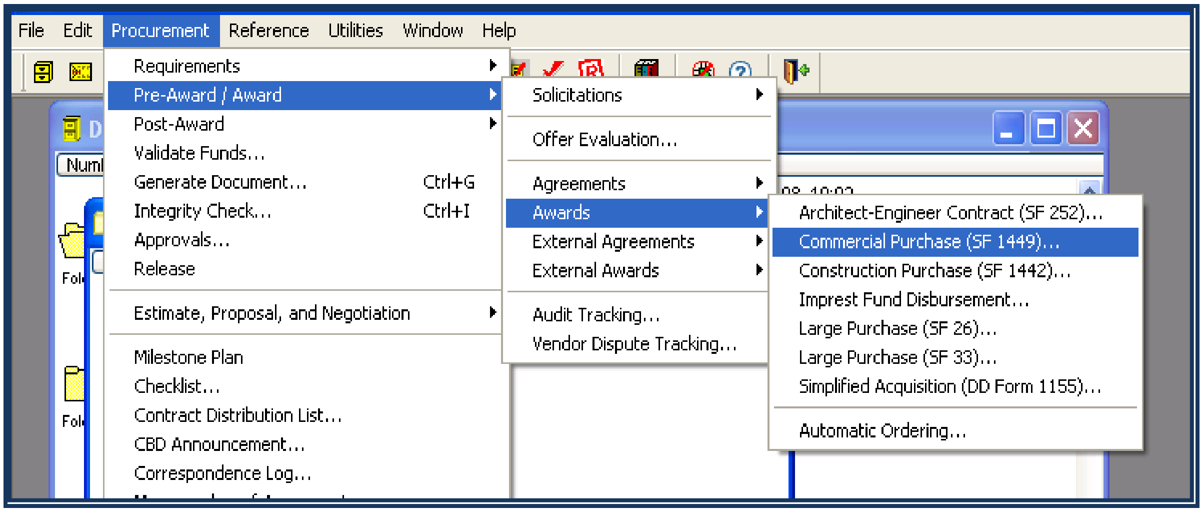
- When using DO/TO matchmaker to incorporate multiple PRs to a Delivery Order, **attach and match each PR prior to saving and closing the Delivery Order document**. Do **not** make any changes to the DO/TO prior to saving and closing. Failure to attach all PRs will result in an error and the user will have to delete the entire Delivery Order and start again.

- When trying to attach a PR, if the PR is not appearing in the matchmaker window, double check to ensure the PR has been approved and has **NOT** been previously awarded.

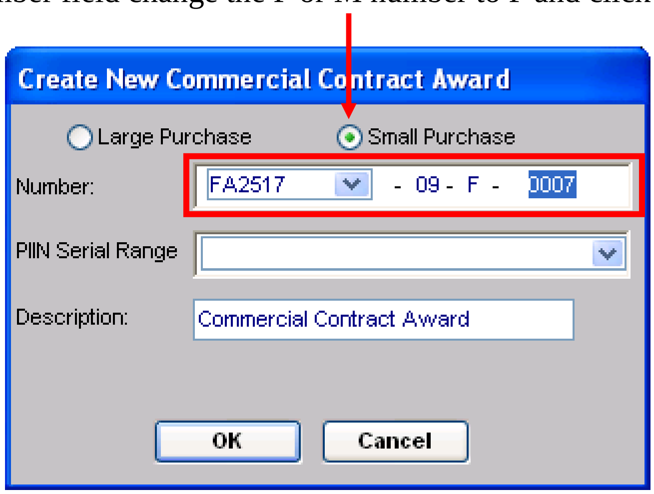
❑ An external contract is created in a particular contracting activities PD^2 system prior to executing a delivery order against it. Ensure the issuing office of the delivery order is your issuing office

Instructions for Award UNICOR/FPI Delivery Order in PD2:

1. Select Procurement > Pre-Award/Award > Commercial Purchase (SF 1449)

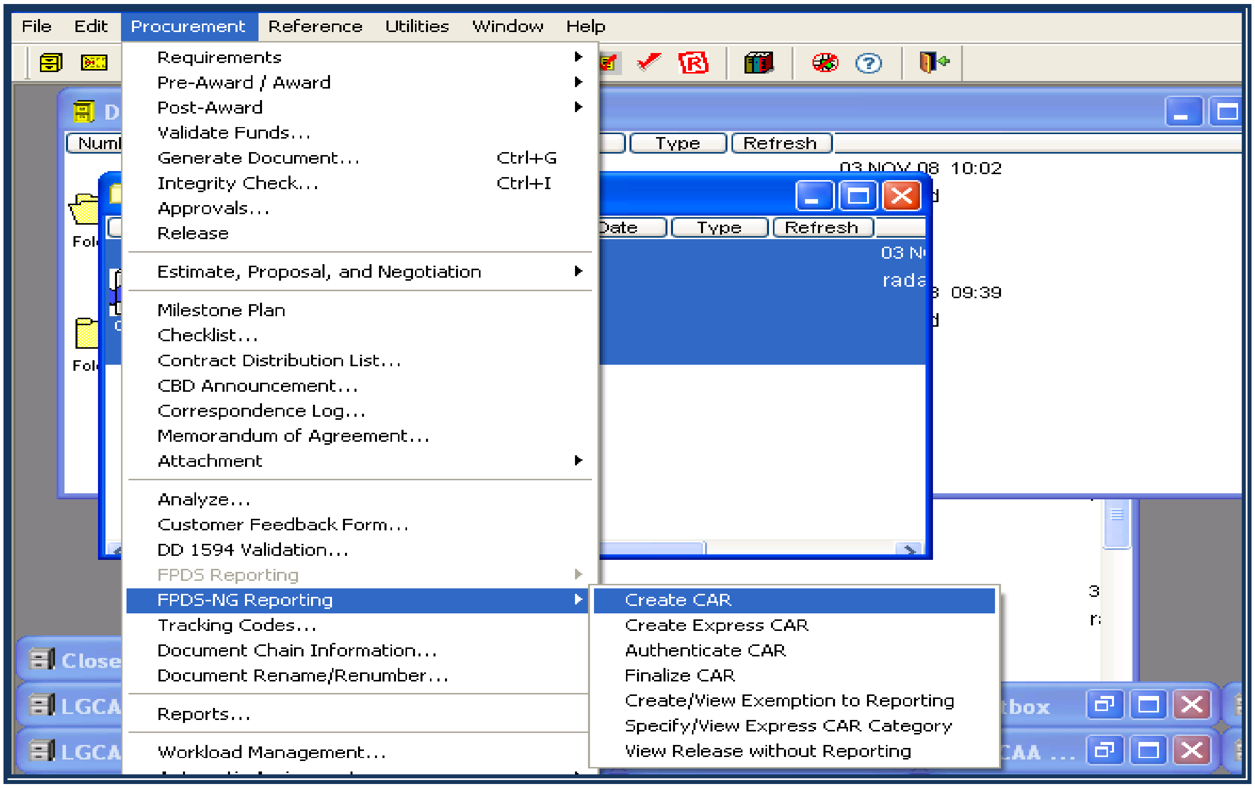


2. When the Create New Commercial Award window opens, click on the Small Purchase radio button. In the Number field change the P or M number to F and click OK.

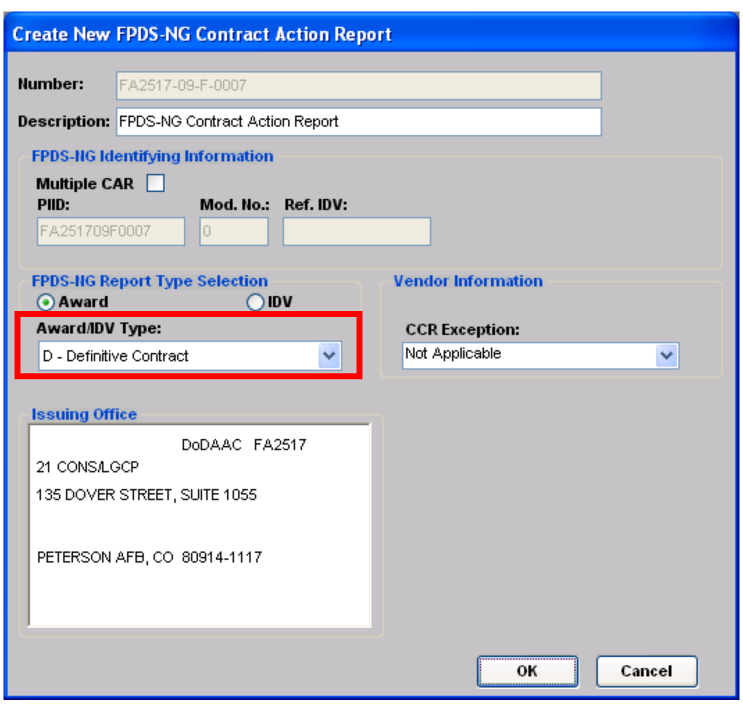


3. Complete the award as usual. When the award has been completed, close and save the document. Generate and run preapprovals on the award document.

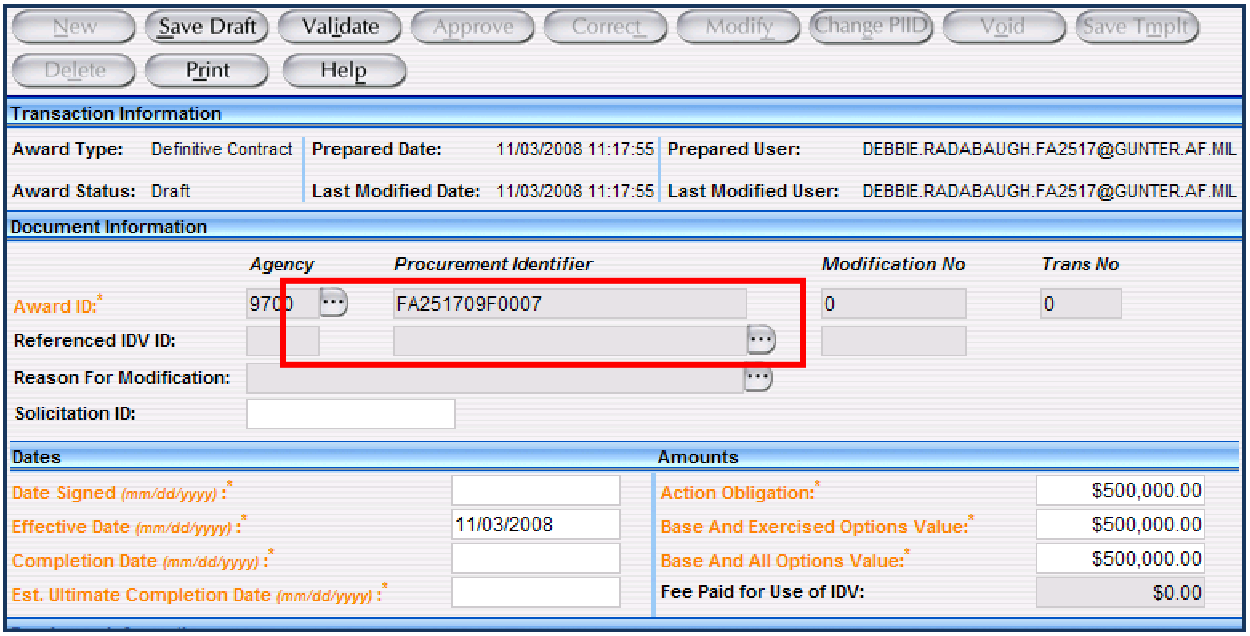
4. Highlight the award icon and select Procurement > FPDS-NG Reporting > Create CAR



5. When the Create New FPDS-NG Contract Action Report window will open. Click OK to continue. The FPDS-NG CAR Pre-Fill Data window will open. NOTE: Award/IDV Type will be Definitive Contract **NOT** Delivery Order. Click Close to continue.



6. CAR will open. NOTE: there is no Referenced IDV ID.



7. Complete the FPDS-NG CAR as usual. Save and validate the CAR.
8. Return to PD2 and the CO will release the award and finalize the CAR.

1-11 TERMINATION/ CANCELLATION OF AWARDS AND LINE ITEMS, REDUCING QUANTITIES ON LINE ITEMS

❑ Due to Air Force interface issues, all Terminations/cancellations must be performed at the line item level.

❑ To terminate an entire award, reduce each line item to zero then terminate. This will cause the summary of changes to reflect the correct reduction in funding. You can then mark the entire award terminated as long as all the CLINs have been reduced to zero and terminated.

NOTE: PD² will mark a line item terminated even if it has not been reduced to zero. You must ensure all line items have been reduced to zero prior to termination to ensure interfaces reflect the de-obligations.

❑ This termination procedure applies to purchase order cancellations as well as award terminations.

1-12 CONTRACT CLOSE-OUT

❑ Ensure that all task/delivery orders issued against a basic contract have been closed out (either automatically or manually), before attempting to closeout, the basic contract record.

❑ Users should be careful to ensure that the final, conformed copy is highlighted for closeout action and ensure the Contracting Officer enters the effective date after signature.

❑ The user is responsible for routing the contract file (and associated records) to a centralized staging file cabinet, which will be established by the System Administrator.

❑ While BPA Calls can be closed out in PD^2, the basic BPA cannot be closed out in PD^2.

❑ In order to close out a contract in PD^2 and have the system calculate the final retention period you must first complete the Payment option under the Post Award menu.

❑ Create a DD Form 1597 (Close out checklist) prior to creating a DD Form 1594.

❑ First select final payment, then the amount and date. Once this is completed then create the DD Form 1594. Following these steps will ensure that the payment amount and retention date is correct on the DD Form 1594.

❑ When processing a modification to remove excess funds prior to closing your contract, use "CLOSE OUT" as the Reason for Modification on your CAR. This will prevent your action from appearing on the quarterly Anomaly report when either the Completion Date or the Estimated Ultimate Completion Date is less than the Date Signed.